

# **Division of Vocational Rehabilitation (DVR)**

## **Technical Specifications: Vocational Evaluation**

### **(Effective July 1, 2009, to June 30, 2010)**

Vocational Evaluation includes the active engagement of the DVR consumer, DVR staff and the vendor. The process and planning for vocational evaluation starts upon intake with DVR staff, is refined in the assessment of vocational rehabilitation needs which leads to the consumer's Individualized Plan for Employment (IPE) and continues throughout the implementation of the IPE. This needs assessment applies to every DVR consumer. Vocational evaluation may be needed when available information is insufficient to establish an IPE that meets the consumer's unique rehabilitation needs. Prior to the referral, the consumer and counselors will formulate referral questions to be addressed in the Vocational Evaluation. DVR staff will provide relevant information from the case record to the selected vendor. This may include initial intake interview casenotes, the consumer's DVR application, their Functional Assessment Rating (FAR) form or other information pertinent to the evaluation.

#### **On the Job Evaluation**

On-the-Job Evaluations are defined as paid work at a community job for anywhere from two hours to two weeks that offer the consumer, vendor and employer the opportunity to try out real work without a commitment to hire. They are located outside the provider organization. The job-site supervisor conducts the evaluation in coordination with the vendor. The vendor should ensure that Department of Labor guidelines for paid work are followed. On-the-job evaluations may be provided in combination prior to Supported Employment or Job Development services

**Reports are due to the referring DVR staff within five (5) work days of completion of the service** in an electronic format.

An on-the-job evaluation report:

- Answers the referral questions.
- Is shared with the person seeking employment.
- Is required for DVR billing and verification of service provision.
- Is relevant to the desired employment outcome.

#### **The report includes:**

- The consumer' hours worked and nature of work performed.
- The consumer's reaction to the work environment and the overall experience.
- Observations by the evaluator of the consumer's work behavior and performance in this setting.
- Observations by the employer of the consumer's performance and interaction with other employees and the work environment.

**Milestone:** Payable upon completion of OJE and report.

## **Vocational Evaluation and Psychometric Testing**

Vocational evaluation services provide an individualized, timely, and systematic process by which a person seeking employment, in partnership with an evaluator, learns to identify viable vocational options and develop employment goals and objectives. The purpose of vocational evaluation is to assist DVR consumers, when necessary, to develop an Individualized Plan for Employment (IPE). Vocational evaluations should not be used when an On-the-Job Evaluation or other job tryout can be done.

Comprehensive vocational evaluation services have the capability to assess or obtain the following information:

- Ability to learn about oneself as a result of the information obtained and furnished through the evaluation experience.
- Achievements, e.g., educational and vocational achievements.
- Community and employment supports needed.
- Environmental conditions needed.
- The need for tool and job-site modifications or adaptive equipment that may enhance the employability of the persons receiving services when their disabilities may invalidate otherwise standardized procedures.
- Independent living skills.
- Intellectual capacities.
- Interests, aptitudes and career aspirations.
- Job-seeking and job-keeping skills.
- Knowledge of occupational information.
- Learning styles, including ability to understand, recall and respond to various types of instructions.
- Loss of access to the labor market and/or loss of earning capacity.
- Personal, social and work-related behaviors.
- Physical and psychomotor capacities.
- Possible employment objectives.
- Transferable skills.
- Work skills and tolerances.
- Modes of communication.

The assessment must include the person's functioning in relevant areas only.

The techniques used are based on the local job market, the characteristics of consumers being evaluated and the personnel needs of employers. Follow-up information can also be an asset in determining the most efficient and effective evaluation techniques. A comprehensive vocational evaluation includes opportunities for the consumer to learn about job requirements and how they compare to other evaluation findings.

Work samples must have established adequate reliability and validity to measure the skills and aptitudes they claim to assess. Some work samples may require the use of assistive technology or reasonable accommodations in the materials and equipment used, methods for giving instructions and safety precautions

When psychometric testing is used, it is done under the supervision of an individual who meets the qualifications defined by state law and by the American Psychological Association.

Psychometric assessments may include test scores only or may include a comprehensive evaluation report.

Reports are either a series of test scores from a limited psychometric assessment or a comprehensive evaluation report, customized to meet the needs of the consumer. **Reports are due to the referring DVR staff within five (5) work days of completion of the evaluation in an electronic format.**

The information in each comprehensive evaluation report:

- Answers the referral questions.
- Is shared with the person seeking employment.
- Is required for DVR billing and verification of service provision.
- Is relevant to the desired employment outcome.

The comprehensive evaluation report includes specific vocational recommendations or career options based on the local job market and skills transfer analysis. The report includes the consumer's stated interests and goals at the completion of the evaluation and the evaluator's recommendations regarding the steps needed for the consumer to prepare for and obtain their job goals. The report is shared in an understandable manner with consumer. The recommended method of sharing evaluation information with the consumer is a face-to-face staffing including, at a minimum, the consumer, DVR staff and evaluator.

**Milestone Payment:** Payable upon receipt of an adequate report. See [Statewide Service Fee Structure](#).